



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153.4 Adams, James L.
A214CO **Conceptual Blockbusting: A Guide to Better Ideas.** Peiseus Pub., 2001.
Don't you just hate it when all your best ideas are just on the other side of your mental brick wall. I have an advantage though because mine is not steel reinforced concrete.
- 658.85 Bergren, Mark; Molly Cox, and Jim Detmar
B499I **Improvise This! How to Think on Your Feet so You Don't Fall on Your Face.** Hyperion, 2002. *However, if you get too slick, you might want to check the tread on your shoes - just to be on the safe side.*
- 158.1 Lang, Doe
L269N **The New Secrets of Charisma: How to Discover and Unleash Your Hidden Powers.** Contemporary Books, 1999. *I realize as a wallflower you play a significant role in the over-all decorating scheme, however....*
- 658.8 Levinson, Jay Conrad
L665GC **Guerrilla Creativity: Make Your Message Irresistible with the Power of Memes.** Houghton Mifflin Co., 2001. *Okay - but how do you find your ideas once they're camouflaged?*
- 650.1 Scott, Steven K.
S429S **Simple Steps to Impossible Dreams: The 15 Power Secrets of the World's Most Successful People.** Simon and Schuster, 1998. *It doesn't even require getting screw A into pre-drilled but slightly misaligned hole B*

COMMUNICATION

- 808.06665 Danziger, Elizabeth
D199G **Get to the Point: Painless Advice for Writing Memos, Letters, and E-mails Your Colleagues and Clients Will Understand.** Three Rivers Pr., 2001. *Don't worry if a lot of excess verbiage piles up. I think it's recyclable.*
- 658.45 Maisel, Eric
M231T **20 Communication Tips @ Work: A Quick and Easy Guide to Successful Business Relationships.** New World Lib., 2001. *Some of these may seem a bit basic but you know - it's surprising how many people don't know how to do a good - Psssssssst.*

MANAGEMENT

- 658.4092
A969E Axelrod, Alan
Elizabeth I CEO: Strategic Lessons from the Leader Who Built an Empire. Prentice Hall Pr., 2000. *Now - the only other thing you may need is a good ergonomically designed throne.*
- 658
B745E Bossidy, Larry and Ram Charan
Execution the Discipline of Getting Things Done. Crown Bus., 2002. *You know - I never thought about lining up all those unfinished projects in front of a firing squad - I don't know, it seems a little drastic ...*
- 658
C456P Chang, Richard
The Passion Plan at Work: Building a Passion - Driven Organization. Jossey-Bass, 2001. *More ardor at work than before. I don't think I've used that particular expression since the 2nd grade.*
- 658.4092
C469L Charan, Ram; Stephen Drotter, and James Noel
The Leadership Pipeline: How to Build the Leadership - Powered Company. Jossey-Bass, 2001. *First - gather together all your employees who have included plumbing experience on their resume*
- 658.834
C899M Crawford, Fred and Ryan Mathews
The Myth of Excellence: Why Great Companies Never Try to Be the Best at Everything. Random House Inc., 2001. *I guess this isn't such a bad micro-niche after all. Infact, if I turn this way, I know I can just about put my best foot forward - there.*
- 658.4
C935N Crittendon, Robert
The New Manager's Starter Kit: Essential Tools for Doing the Job Right. AMACOM, 2002. *And if you start sputtering on the job you might want to try - The New Manager's Jump Starter Kit.*
- 658.311
F182H Falcone, Paul
The Hiring and Firing Question and Answer Book. AMACOM, 2002. *In case you were wondering - pink is still the "in" color for termination slips.*
- 363.252
F376U Ferraro, Eugene F.
Undercover Investigations in the Workplace. Butterworth Heinemann, 2000. *Just one of the guise.*
- 658.403
F665A Folino, David F.
The Agile Manager's Guide to Making Effective Decisions. Velocity Bus. Pub., 1997. *Unless your agility allows you to effectively straddle the fence.*
- 658.4092
S656R Smith, Perry M.
Rules and Tools for Leaders: A Down-to-Earth Guide to Effective Managing. Avery Pub. Gr., 1998. *First try the appropriate rule of thumb and if that doesn't work, go for the hammer.*

WORK ENVIRONMENT

- 155.9042 Elkin, Allen
E436S **Stress Managment for Dummies.** IDG Bks, 1999. *Do you know where they sell stress trigger locks?*
- 158.2 Perkins, Betty
P448L **Lion Taming: The Courage to Deal with Difficult People Including Yourself.** Aslan Pub., 2001. *Now, before you go sticking your head in anyone's mouth, make sure they've at least flossed first.*
- 158.7 Ritchey, Tom
R598I **I'm Stuck, You're Stuck: Break Through to Better Work Relationships and Results by Discovering Your DISC Behavioral Style.** Berrett-Koehler Pub. Inc., 2002. *It's pretty simple - if you're one of those touchy-feely people, you just can't use that much epoxy.*